

WASHINGTON DEPARTMENT OF ECOLOGY

**1996 Dangerous Waste Annual Reporting
Electronic Data Submission**

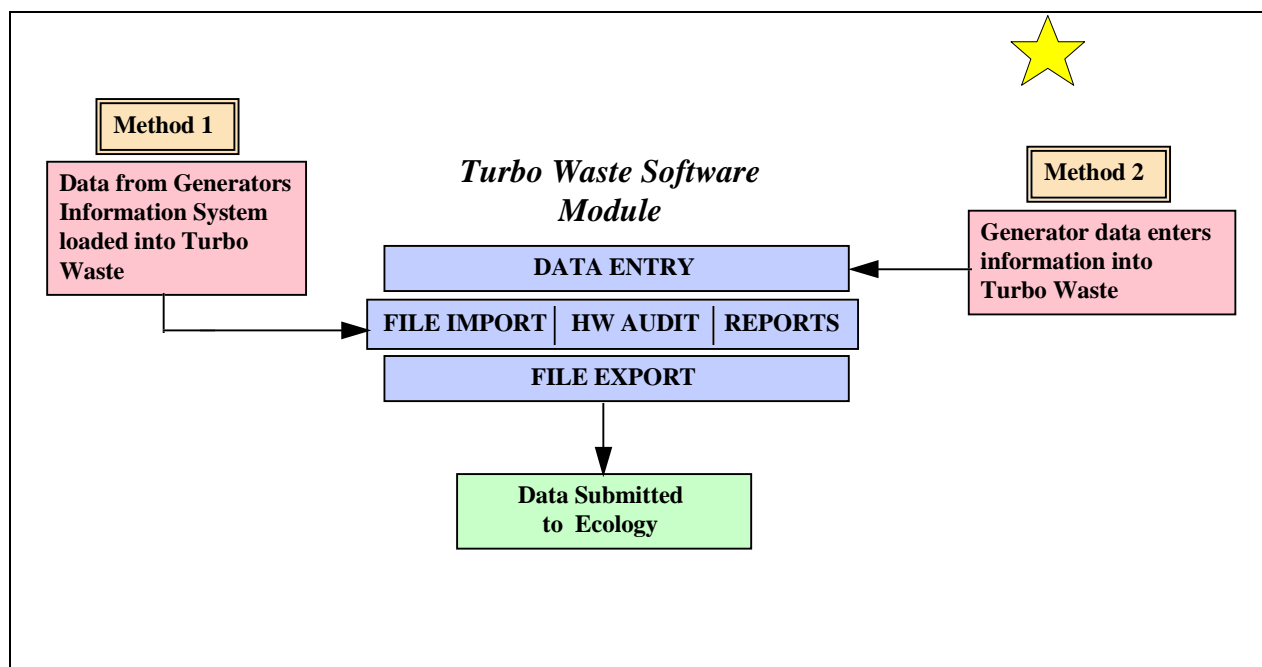
INSTRUCTIONS

Revision Date 4/14/97

METHOD 2

For use as an Annual Reporting Data Entry System

(For use with TurboWaste software version 1.1)



Introduction

These instructions are intended for use by any hazardous waste generator wishing to file the 1996 Annual Dangerous Waste Report forms electronically. For 1996 reporting, the Generation and Management (GM) form, the Waste Received (WR) form and the Off-Site Identification Information (OI) form may be submitted electronically to the Department of Ecology.

For 1996 electronic annual reporting, there are two different methods in which GM, WR and OI data can be prepared and submitted to Ecology:

Method 1 is for companies who have their own automated information management system for annual reporting data. With Method 1, companies create data files using their annual reporting information. These data files are then imported into TurboWaste where they are audited through a series of data validation checks. If unacceptable data is found, TurboWaste will identify the incorrect record so it may be fixed. Following the audit, the file export feature of TurboWaste will prepare the data files for submission to Ecology.

Method 2 is designed as a full data management system, for use by companies who do not have an automated information management system. This is a new method for 1996 electronic reporting. It is designed as an annual reporting data entry system. With Method 2, companies data entry their annual reporting information directly into TurboWaste. TurboWaste audits the data as it is entered and identifies any incorrect record so it may be fixed. When data entry is complete, TurboWaste will prepare the required data files for submission to Ecology.

In this document, you will find instructions for TurboWaste Method 2. To request a copy of instructions for TurboWaste Method 1, please call Jean Rushing with Ecology at (360) 407-6732, or E-mail her at jeru461@ecy.wa.gov.

Requirements

In order to file electronically you will need the following hardware and software:

Hardware and Software

1. IBM Compatible PC.
 - Minimum Requirements: 486-66 MHz with 16 megabytes RAM and 20 megabytes free hard disk space.
 - Recommended: Pentium P-133 with 32 megabytes RAM.
2. Windows 95 or Windows NT
3. TurboWaste Software (supplied by the Department of Ecology)
4. Microsoft Access 7.0 (optional)

Internet Connection (optional)

To enhance communications between Ecology and electronic reporting companies, Ecology requests that all companies have Internet capabilities.

Check out Ecology's Internet home page at **www.wa.gov/ecology/hwtr** to get the most current information about electronic reporting. We will keep this Internet site updated with current information on electronic reporting issues, TurboWaste software and instructions and Annual Reporting forms and instructions.

Where to Send the Report Information

The following two options are available for submitting electronic data to Ecology:

1. **Internet Submission:** Mail your completed paper VF form **and** use the Internet to E-mail your audit.zip file (as an E-mail attachment) to Jean Rushing at **jeru461@ecy.wa.gov**.



Important Note: Please add a comment to your VF form indicating that you have filed your report information electronically, via the Internet.

2. **Mail Submission:** Copy your GM/WR/OI files on to a floppy disk and mail it along with your completed paper VF form.

For US Mail, you must use the following address:

**Washington Department of Ecology
Hazardous Waste Information
PO Box 47658
Olympia, WA 98504-7658**

You may express mail your package (by private carrier such as Federal Express or U.P.S.) to Ecology, if you wish. Use the following street address for deliveries:

**Washington Department of Ecology
Hazardous Waste Information
300 Desmond Drive
Lacey, WA 98503**

Where to Go for Help

Call the Annual Reporting help line at 1-800-874-2022, follow the prompt for needing assistance with annual reporting (press 4) and the prompt for electronic reporting (press 4 again). You may also contact Jean Rushing directly at (360) 407-6732 or E-mail at **jeru461@ecy.wa.gov**.

Procedure

- 1) Gather the annual reporting information required to complete the GM, WR and OI forms.
- 2) Install the TurboWaste Software onto your computer. Follow the instructions as displayed on screen.
- 3) Data enter your annual reporting information into TurboWaste.

- 4) Pass your data through the series of data validation reports within TurboWaste. These reports will check your data and identify any incorrect records for you to fix.
- 5) When you are ready to submit your data to Ecology, the file export feature will compress and merge the required files into a single file ready for transmission.
- 6) Copy the compressed file onto a floppy disk or E-mail the file to Ecology over the Internet.
- 7) Complete the VF (Verification) form to accompany the filing.

The majority of the detailed information contained within Book 1 and 2 of the 1996 Dangerous Waste Annual Report, describing the paper based filing of the GM, WR and OI forms, is still applicable to electronic filing. If further information is required on filing, the generator should refer to this document or call Ecology at 1-800-874-2022 (within state) or 360-407-6170.

Common Reporting Error's: Please pay attention to the following areas:

- International Shipments: Reference Book 2, page 8 for special instructions on how to report waste sent to or received from Foreign Countries.
- Special Waste: Reference WAC 173-303-XXX. To report shipments of "Special Waste" to a landfill facility that does not have an RCRA Site ID#, use the letters "SWFACILITY" in place of the RCRA Site ID#. If you shipped Special Waste to more than one landfill facility, number your SWFACILITY sites sequentially (e.g. you would identify two facilities as SWFACILITY01 and SWFACILITY02). In the GM data files, use SWFACILITY in place of the designated facility (TSDR) RCRA Site ID# (questions B4 and B5). In the OI data files, use SWFACILITY in place of the TSDR RCRA Site ID# and provide the complete name and address information for this landfill facility.
- Waste NOT to report: Please do not report excluded or exempt categories of waste on either the GM or WR forms. Reference Book 1 pages 18 and 36 for further details.

(Please see TurboWaste User's Guide)